

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agency Utilization of Services Provided by Applied Learning International

FROM:

R. M. Huffstutler
DDA
7D24 Hqs

EXTENSION

NO.

DDA 88-1386

DATE

6 JUL 1988

STAT

TO: (Officer designation, room number, and building)

DATE

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FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Registry

2.

3.

Executive Director

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Deputy Director of
Central Intelligence

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Director of
Central Intelligence

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Distribution:

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EDITIONS

LOGS-20-AR

6 JUL 1988

DDA 88-1386

MEMORANDUM FOR: Director of Central Intelligence

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: Agency Utilization of Services Provided
by Applied Learning International

The following information is provided in response to your request for further details about our dealings with Applied Learning International (ALI).

1. Our Offices of Training and Education (OTE) and Information Technology (OIT) have had a joint contract arrangement with ALI and with its predecessor companies, DELTAK Training Corporation and Advanced Systems, Inc., for the past several years. Both OTE and OIT use ALI videotapes and multi-media training courses/materials on information systems and automatic data processing to complement in-house offerings, to provide courses on material that is not offered through Agency classes, or to provide an alternative form of instruction to Agency staffers. By negotiating a joint contract, both offices (and thereby the Agency) benefit from discount pricing accruing from our combined volume. For this fiscal year, the OIT portion of the contract amounts to \$91,000 and the OTE portion amounts to \$55,000.

2. Until 1986, OIT restricted its use of ALI services to training materials such as video tapes, audio tapes, and student manuals. Most of the material was "rented" for temporary periods ranging from one to twelve months. The tapes and manuals primarily were used to support the Office's formal training program in information technology. In addition, many of the tapes were loaned on a short-term basis to Office components for individual "refresher" training on specific topics.

3. In 1986, OIT began using the Headquarters Building Cable Grid system to supplement its training program. Designed largely to address requests for "self-improvement" courses, these video programs focus primarily on information technology topics and are transmitted to cable sites in Headquarters during the lunch hour and after 4:00 PM. Last year, the Office began to explore the concept of Interactive Video Instruction as a possible training tool. This approach combines a personal computer, touch-screen monitor, and a laser videodisc player to provide individual instruction. One of the groups in OIT is implementing, on a small scale, a series of interactive video instruction courses for its personnel and is discussing the application of this training method on a broader scale with representatives of ALI.

4. Although ALI offers a wide range of training services in several formats, the more popular types of courses for OTE purposes have been video training and multimedia courses. These courses are placed in OTE's Headquarters Learning Center, Room GF39. They can be used at this location or checked out by the employees. Selected videotapes from these series are frequently broadcast over the Agency cable system. Some of the more recent courses acquired from ALI are:

The Project Management Series
Management Strategies for Office Automation
User Responsibilities in Information Management
Computer Security Strategies

5. OTE's Leadership Development Division is considering use of ALI courses in conjunction with management training. The Information Systems Training Division may make use of ALI's Instructor-Led Training programs in FY-1989 for its two-day ADP seminar series. New courses on interactive videotape and computer based training are regularly reviewed for acquisition by OTE's Computer Based Training Group and OTE's Secretarial Training Branch.

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R. M. Huffstutler

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